How to Create a New Thread

1. Enter the **Student Break Room** or **Ask the Professor** forum.

2. Click the blue **Create Thread** button at the top of the screen.

3. Type in a **Subject** for your thread, then type your post in the **Message** area.

4. Click the blue **Submit** button when you are finished.
How to Subscribe to a Forum

1. Enter the Student Break Room or Ask the Professor forum.

2. Click the blue Subscribe button at the top of the screen.

   Subscribe

   (Note: Once you click this button, it will change to Unsubscribe)

3. Now anytime other students post a new thread or reply to a thread, you will receive an email notification about it. The email will contain the student and their post, as well as a direct link to the forum or thread.

   Author: Rob Fritts. To Reply: http://online.yourcollege.edu/webapps/discussionboard/do/message?action=read&message id=22675501

   Do not reply to the email address. To reply to the post click on the link provided in the email.

4. To stop receiving email notifications at any time, simply click the Unsubscribe button in the forum.

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